

July 8, 2019

MEMORANDUM

TO: Agency Fiscal Officers

FROM: Melinda L. Pearson, Director
General Accounting

SUBJECT: Cardinal Period Open/Close Schedule

Following is the Cardinal Period Open/Close Schedule the Department of Accounts will observe for Fiscal Year 2020.

The Period Open Date is the date the General Ledger in Cardinal will be opened to accept data for that particular period. The Pre-Period Close Date is the date files from interface agencies must be received to post in the period being closed. On the Period Close Date only on-line entries and spreadsheet journal entries can be posted in Cardinal for the period being closed. Agencies must establish their own internal cut-off to allow sufficient time for transactions to post in Cardinal by the dates established below. Please pay particular attention to the journal date being entered when two periods are open in the General Ledger module. Deposit Certificate data must be submitted by 5:00 p.m. on the first working day of the next month. Agencies are not required to submit Deposit Certificate documentation to DOA.

Important Cut-off Times:

- 6:00 p.m. File transfers must be complete to be included in that night's edit.
- 6:30 p.m. On-line data entry must be complete.

Changes to this schedule will be communicated on the Cardinal Message Board.

Period	Period Open Date	Pre-Period Close Date	Period Close Date*
July	-	08/06/2019	08/07/2019
August	07/29/2019	09/05/2019	09/06/2019
September	08/28/2019	10/07/2019	10/08/2019
October	09/26/2019	11/06/2019	11/07/2019
November	10/29/2019	12/05/2019	12/06/2019
December	11/25/2019	01/07/2020	01/08/2020
January	12/27/2019	02/06/2020	02/07/2020
February	01/29/2020	03/05/2020	03/06/2020
March	02/26/2020	04/07/2020	04/08/2020
April	03/27/2020	05/07/2020	05/08/2020
May	04/28/2020	06/05/2020	06/08/2020
June	05/27/2020	07/03/2020	07/04/2020 **

*All entries must be edited, budget checked and posted by 4:00 pm.

** Estimated date for Preliminary Close